DISTRICT ASSISTANT DIRECTOR

Purpose
The job of DISTRICT ASSISTANT DIRECTOR is done for the purpose/s of assisting and supporting the educational and administrative leadership at various locations within the District; assisting the Director of Special Services with the operation of special education programs in Natrona County School District (NCSD); using leadership, supervisory, and administrative skills in providing sound educational programs for students requiring special education services; providing highly responsible and complex administrative support to the Principal or Director; growing leadership capacity and assuming responsibilities, as directed, in the absence of the Principal or Director. This job reports to Associate Superintendents and/or designees.

This job is distinguished from similar jobs by the following characteristics: this is an exempt year-round administrative position (a fiscal year). The location and position assignments will change and rotate between elementary schools and assigned District departments for--at a minimum--one fiscal year and no more than six consecutive fiscal years unless an exception is granted by the Associate Superintendent of Human Resource & District Services. Rotation may include reassignment into a Certified position in less than six consecutive fiscal years if satisfactory growth is not being made or financial restraints occur. At any time, a District Assistant Director is eligible to apply for any open position within the District.

Essential Functions

- Assists Administrator in supervising certified and classified personnel (e.g. selecting, training, motivating, and evaluating; providing and identifying opportunities for staff training, orientation; researching and coordinating staff training in innovative education techniques and new programs, etc.) for the purpose of working with employees to enhance skills and/or correct deficiencies; and implementing discipline and termination procedures in accordance with District procedures.

- Assists Administrator in directing and managing special education programs and services in a variety of areas (e.g. providing staff support, time, resources and materials; supervising, coordinating, and implementing classroom special education programs, etc.) for the purpose of supporting the administrative leadership in maximizing the efficiency of the workforce, meeting legal requirements and District objectives, and ensuring the provision of excellent customer service in meeting student needs.

- Assumes decision-making responsibility in the absence of the Director of Special Services for the purpose of ensuring efficient operation of special education and other District programs.

- Collaborates with other school and District personnel (e.g. school and district leadership teams, etc.) for the purpose of embedding Natrona County School District's (NCSD) Compact methods of shared governance, decision-making, responsibility, and ownership in school management.

- Conducts special education meetings for the purpose of informing and updating staff about policy changes, new programs, current best practices, and other pertinent information regarding special education.

- Coordinates and organizes curricular materials and strategies for the purpose of evaluating, improving and adjusting instruction.

- Determines need and location for all special education programs for the purpose of ensuring the provision of appropriate facilities.

- Develops budget recommendations and provides expenditure control for the purpose of ensuring compliance with department goals and objectives.

- Ensures positive student growth and promotes lifelong learning (e.g. recruitment of staff, employee evaluation, staff training, increased inclusion opportunities, implementation of PAWS Alt, and standards-based classrooms, etc.) for the purpose of identifying opportunities for improvement and directing the implementation of changes to enhance student success.
Facilitates accommodation and modification training for the purpose of supplementing regular classroom instruction that meets student educational and behavioral needs.

Interprets assessment results for the purpose of providing consultation and recommendations for programs and services.

Interprets policies and procedures (e.g. issues of legal compliance, etc.) for the purpose of providing recommendations and assisting in the compliance and maintenance of required reports and records, etc.

Participates on a variety of committees and commissions and attends and participates in professional group meetings, as assigned, for the purpose of staying abreast of new trends and innovations in a variety of subject matters and in the field of public school administration.

Participates in planning, directing, and coordinating the assigned District location's work plans (e.g. meeting with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; and review and evaluate work methods and procedures, etc.) for the purpose of providing direction and ensuring that outcomes achieve department, school, District and/or State objectives.

Provides recommendations (e.g. teacher and assistant personnel placements, etc.) for the purpose of meeting building needs in alignment with department goals and objectives.

Represents the assigned District location to a variety of stakeholders, as directed (e.g. other District departments, schools, elected officials, outside agencies and the community, etc.) for the purpose of explaining and interpreting programs, policies, and activities to students, parents and faculty; and negotiating and resolving sensitive, significant, and controversial issues.

Responds to a wide variety of difficult and sensitive inquiries, complaints and incidents (e.g. school or department crises, etc.) for the purpose of resolving problems, providing information and leadership, and/or referring to appropriate parties.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; planning and managing projects; operate modern office equipment including using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies; and safely operating a motor vehicle.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: operational characteristics, services, and activities of public schools and departments; organization and management practices; modern and complex principles and practices of program development and administration, including familiarity with special education services, curriculum, and programs for children and families; current trends, research and developments in areas of student learning, student needs, and instructional responses; principles and practices of curriculum development and instructional teaching strategies; principles and practices of public school and/or District department administration; advanced principles and practices of budget preparation and administration; principles of supervision, training and performance evaluation; pertinent Federal, State and local laws, codes, and regulations; and safe driving principles and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include:
demonstrated ability in: effective interpersonal and intrapersonal communication skills; demonstrated ability to: learn and prepare for administrative responsibilities; communicate clearly and concisely, both orally and in writing; develop and maintain positive school, department, District, and community and media relations; identify and respond to community, School Board, and Superintendent issues, concerns and needs; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; collaboration in planning, organizing, directing, and coordinating the work of management, supervisory, professional, technical, and clerical personnel; delegation of authority and responsibility; establish, maintain, and foster collaborative, positive, and harmonious working relationships, including a sense of humor, with those contacted in the course of work; deal with ambiguity, balance school or department vision with current reality, including dealing effectively within resource constraints, and striving for work-life balance; maintain and model high standards of professional conduct and set high standards for self and others; use data effectively in school-wide and/or District department decision making; and prepare clear and concise administrative and financial reports.

Responsibility
Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job’s functions. There is some opportunity to significantly impact the organization’s services.

Work Environment
The usual and customary methods of performing the job’s functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience within a specialized field is required.

Education: Master’s degree in job-related area.

Equivalency: Three years of responsible teaching experience.

Required Testing: None specified

Certificates and Licenses
Ability to obtain K-12 Principal Endorsement through PTSB by the start date of this position
Standard Teaching Certification through the Wyoming Professional Teaching Standards Board (PTSB)
Valid Driver’s License & Evidence of Insurability

Clearances
Criminal Justice Fingerprint/Background Clearance
MVR (Motor Vehicle Record) Clearance

FLSA Status Exempt
Approval Date 4/29/19
Salary Grade Administration Salary Schedule

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print): __________________________ Date: __________________

Employee Signature: __________________________